Centre Management Committee Meeting
Tuesday 12th February 2026 at 7.00pm

Minutes

Location: Zoom Online

Committee Members:

Dean Smith (Chair)	Attended	Richard Paragreen	Attended from 1950
Anna Swann	Attended from 1935	Michele Hunt	Attended
Steve Rolt	Apologies	John Hopkins	Attended
Becca Andrews	Attended	Maxine Brand (Admin)	Attended
Debi Davey	Apologies		

ITEM		ACTION
1.	**Chair's Introduction and Welcome** Apologies were received from Steve & Debi. Richard and Anna had advised that they would be arriving late. **Declarations of Interest** None.	
2.	**Declarations of AOB** None.	
3. 3a. 3b.	**Previous Minutes and Matters Arising** The minutes of the meeting of 13th November 2025 were assumed read. No questions were raised. The minutes were approved for upload to SharePoint and the website. **Actions Log:** See separate updated Actions Log	 **ACTION: MB**
4.	**People & Roles** There was no update.	
5. 5a/b.	**Finance Reports** **Income & Expenditure Year to Date / Year to Date – Expanded** The reports were available to view and the accounts noted. Some changes have been made to the way we raise sales invoices on Xero to better align with the accruals accounting which we are moving to, and this has had an impact on the current figures which therefore cannot be compared to previous years. Reporting will be changing to quarterly, so that the same report is viewed by all committees for that quarter.	
6.	**Decisions & Policies Log** Nothing due for review.	
7. 7a.	**Centre Manager Report** The report was available to view. **SJLC Staff Meeting Minutes – 26th January 2026** The minutes were available to view. No questions were raised.	

7b. **7c.**	**Cordless Power Tools for SJLC** A document was available to view detailing three options for the purchase of power tools for the Centre. The recommendation from BA was Option 2, Erbaur, at a cost of £491.94. All agreed and this will be passed to F&GP for approval. MH will also obtain a price for a discounted Option 3 (full price £841.94), Dewalt, via a colleague. **SJLC Terms & Conditions – Updated** The revised terms & conditions were available to view for information and the cancellation term has been changed to 12 weeks for all bookings. It was proposed that full payment for non-Scouting bookings should be changed to 4 weeks before the hire date – all agreed.	**ACTION: MH/MB Document to F&GP for approval**
8.	**Outstanding Invoices** There were two outstanding invoices at the time of the meeting.	
9. **9a.** **9b.** **9c.**	**Maintenance & Servicing** **Smiths Fire Quote – Football Club Changing Rooms** – The quote for recommended replacement battery fitting (£84 plus VAT) and relocation of detectors to comply with regulations (£840 plus VAT) was available to view. It was agreed that this should be passed to F&GP for approval. **Blounts Quote – EICR – Football Club** – The quote for electrical testing at the Football Club was available to view. The total is £642.60 including VAT. It was agreed that this work is required and to pass this to F&GP for approval. **Durapump – Grease Pit Clean** – A quote for £498 plus VAT was available to view. It was agreed that this quote was too high and that the work required could be carried out by staff and volunteers at the Centre.	 **ACTION: F&GP** **ACTION: F&GP**
10. **10a.**	**Centre Projects and Jobs – priorities and costings** Prologis have kindly agreed to replace the bouldering wall as part of a community project at the Centre, as well as other areas of work detailed in the Manager Report. This work is scheduled for 24th April 2026. **SJLC Activity Report 2026/27** The document was available to view and a summary was given. This will work in conjunction with the 5-year plan. No questions were raised. The proposal will be passed to F&GP for approval.	 **ACTION: F&GP**
11.	**Five-year development plan** A five-year plan has been prepared and was available to view. All concerned have had the opportunity to have an input into the plan. It was agreed that this needs to be a live document, so that it can be changed as circumstances dictate, but with budgeting planned. Some small changes will be made.	 **ACTION: BA**
12.	**Risk Register** The register was recently updated at the County Trustee Board review.	
13.	**Lowther's Knights Update** No report was available. Feedback was given that the team had completed good work on the Go-Kart track, as well as on the perimeter security on the site.	

14.	**Amenities Block Update** The scale drawing plan of the approved new block was available to view. Discussions are taking place between DS & RP as to how plans can progress to remove the existing block, and lay the base for the new block. Planning permission is being sought, and once granted and the order has been placed for the new units, delivery is expected to take approximately 6 weeks. The servicing (electricity and water) will then need to be installed. It is likely that a water tank will be required to flush the toilets, with the main water supply being direct fed for handwashing and showers. The committee were made aware of a technical problem that has been encountered in relation to the gas container compound. The block must be located at least 3 metres from this. To do this there would be impact on the current bunding to the left of the block. Alternatively, the gas tanks could be relocated (estimated cost £2.500) which aesthetically would be a better option, however this will incur additional costs, as well as delay to the project. It may be that replacement is necessary, as this should happen every 10 years. An underground tank was suggested, but concerns were raised regarding the practicality of this. It was agreed that BA will contact Calor to arrange a meeting on site, which RP is happy to attend, in order for the possibility of moving the tank, to be investigated further. An accurate quote will also need to be obtained. It was raised that previously consideration had been given to change the heating and hot water to the SJLC Bungalow from Calor Gas to Biomass, and it was suggested that this should be investigated again now that there is discussion to move the Calor tank. It was agreed that AS will have initial conversations to determine if this might be an option. The existing block can be knocked down from March (after the Beaver & Cub Activity Day on 28th February), which will take less than a week, however the timing of this needs to be considered, and temporary toilets will need to be hired. It is estimated that the groundwork would take 4 weeks to complete.	**ACTION: BA** **ACTION: AS**
15.	**Any Other Business** CMC meetings - It was agreed that the current time of 7.00pm is too early for most attendees, and therefore a slightly later start time of 7.15pm has been agreed. **Next meeting date: Thursday 14th May at 7.15pm**	
	Close of meeting: 8.27pm	

These minutes have been approved as an accurate record of the meeting.

pp [signature] Dean Smith, Chair Date 14/05/26